

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Friend's Name]  
[Friend's Address]  
[City, State, ZIP Code]

Dear [Friend's Name],

I hope this letter finds you in great spirits! I wanted to take a moment to reach out and share my thoughts with you.

[Personal anecdote or memory]

[Express gratitude for the friendship]

[Ask about their life and updates]

[Offer support or suggestions]

I truly value our friendship and can't wait to hear from you. Let's catch up soon!

Warm regards,

[Your Name]